

MINUTES OF THE VINEYARD TOWN COUNCIL
PLANNING RETREAT
Utah Local Governments Trust
55 South Highway 89
North Salt Lake, UT 84054
January 25, 2016

Present:

Mayor Randy Farnworth
Councilmember Tyce Flake
Councilmember Julie Fullmer
Councilmember Dale Goodman
Councilmember Nate Riley

Absent:

Staff Present: Public Works Director/Engineer Don Overson, Town Planner Aric Jensen, Finance Director Jacob McHargue, Town Clerk/Recorder Pamela Spencer, Town Building Official George Reid, Town Attorney David Church.

Others Present: Cody Deeter with Lewis Young Robertson & Burningham, Inc., Steve Hansen CEO of Utah Local Governments Trust and Matt Dixon City Manager for South Ogden City, Mike Hutchings with Anderson Geneva.

8:00 AM – Morning Session

At 8:30 AM Finance Director Jacob McHargue welcomed the group and turned the time over to Steve Hansen with the Utah Local Governments Trust and Matt Dixon, City Manager for South Ogden City, who presented the Arbinger Training, which continued through the lunch break.

Mayor Farnworth opened the afternoon session at 12:45 PM.

Open session

Mayor Farnworth called for public comment. Hearing none, he closed the public session.

Mayor Farnworth turned the time over to Mr. McHargue.

Review for 2015:

Mr. McHargue briefly went over the goals that were set during last year's retreat:

1. Needed to create new fees for transportation and stormwater funds, and increase the utility rates. They were effective this fiscal year.
2. Select a firm for the Town Center. This goal was completed.
3. Parks and Robins property. These goals had not happened so the Council wanted to add it to the list for this year.
4. Level of Service. CARE or PARC tax were discussed but nothing had been done.
5. Staffing. Some changes were made, more changes needed to be added.

6. Budget Report. Mr. McHargue handed out a budget report for the council to review.

Staffing:

Town Building Official George Reid presented the needs for the Building Department. He defined the needed positions and the costs associated with each one. He gave projections for building development in 2016 and a breakdown of the costs associated with each building unit. He gave an example that there were 605 residential units planned for the year and that it takes a minimum of 20 inspections per dwelling. He mentioned that he counted the inspections from September 28, 2015 to January 15, 2016 and there were about 1,658, with an average of 22.1 inspections per day at an average of 12.7 site visits per day. He said that the current number of inspectors was 1.5 per day. The average inspection per day per inspector was 16.5. ISO standards say that an inspector should be doing 12 inspections per day. He felt that they were not sacrificing the quality of inspections at 16.5 per day per inspector.

Councilmember Riley asked what the average number of inspections per unit was. Mr. Reid replied that he did not have a system to count that, but was optimistic that they would have a system later this year.

Mr. Reid explained that with the staffing changes they had to go back and redoing the inspections so that they were being done the correct way. Town Planner Aric Jensen was concerned that the 16.5 inspections per day was too many. Mr. Reid agreed with him.

Mr. Reid mentioned that this did not take into account commercial developments. He gave the projected inspections for 2016 of 605 residential units and added that if 75 percent of the inspections were performed this year they would have 9,075 inspections. He divided the inspections by 16.5 per day and came to 550 inspector days and divide that by 234 working days, which came to 2.35 inspectors. He mentioned that this did not include plan reviews. He explained that plan reviews take three (3) hours per single-family dwelling, four (4) hours for a 6-plex town house, for a total of 1,008 hours for the initial reviews.

Mr. Reid explained that they were in the process of hiring a new Building Technician/Residential Plan Reviewer. He said that based on the figures, they would need to add a full time Senior Inspector, an Inspector in Training and a Plan Inspector. He gave the projected revenue from the anticipated building permits of \$1,340,960.

Mr. Reid explained that he hired third party plan reviewers, where the developers could take the plans, have them reviewed, and bring them back to his office for final approval. These reviews would be charged to the developer.

Town Attorney David Church mentioned that the current state law says that the actual charge for permit fees could not exceed the cost of providing the service. He said that they would not be allowed to hold excess for profit. He added that it would pay for itself.

Councilmember Riley said that Vineyard was unique in that they could grow so massive and fast that they would not need all of the staff and at some point the department would shrink.

Mr. Reid said that there was a study done showing an average age of inspectors that would retire in ten (10) years. Mr. Church mentioned that there was a proposal in the legislature for an apprenticeship program.

Mr. McHargue said that in the current year they had already collected \$494,000 and budgeted for \$525,000. Mr. Reid mentioned that there were currently several plans waiting to be reviewed.

Mr. Reid requested that they move ahead with the Senior Inspector position so they would have time get someone hired.

Councilmember Riley asked if there were enough outside contractors they could use to outsource the inspections. Mr. Reid replied that there were some but recommend against it. He said that third party inspectors have a different mindset and they do not want to make waves. Mr. McHargue mentioned that they did that with an engineering firm and the inspections were not good and the company was very expensive.

Mr. Church stated that no matter how you decide to do it, it needs to be done right away. He said that the worst thing that could happen was to slow the building process and have the economy turn and then end up with empty lots, which could make a mess for a small town.

Mr. McHargue explained Dennis Thomas' situation where he was a retired building inspector that they were able to contract with. Mr. Church said the key was to get someone that would be loyal to the town and the building official.

Councilmember Riley felt they needed to get someone now, and move forward with the whole thing to get people trained and working. He said they needed to be proactive. Public Works Director/Engineer Don Overson explained to the Council that they were asking for more money out this budget year because they could not wait until the new budget year.

Councilmember Riley asked if they had enough housing in the RDA that they could use some of that money. Mr. McHargue replied that they would not need to use the RDA money, there was enough in the building fund. He said that they just needed to do a budget adjustment. He gave projections for licensing and permits of \$512,000.

Mr. Church mentioned that they needed to amend the budget to balance it out. Mr. McHargue stated that they were looking for Council's input so he could put together a budget amendment.

Mr. McHargue explained the remainder of the needed staff. He stated that the Planning Department needed more staff and gave suggestions of hiring a Senior Planner, a Planner / Community Development Worker, a fulltime Planner 1, or hire a Head Planner to run the department. He mentioned that the Development Coordinator was not available to work fulltime so the recommendation was to split the position in two, engineering and planning and hire someone to work under the planner. He asked the Council to give there feedback.

Councilmember Riley asked to see what the financial impact would be when making these decisions. Mr. McHargue replied that he would sit down with Mr. Jensen and come up with options and costs.

Councilmember Goodman asked if this self-funds. Mr. McHargue replied that some of it was funded out of the development fees, but not all of it.

Mr. Jensen suggested that they add up all the fees generated and allocated among the staff and set the fees to meet the salaries. He said that the expected total gross for an experienced Community Developer Director could be around \$140,000, and a Planner 1 around \$75,000. Mr. McHargue said that he did a study and a Planner 2 salary was between \$49,000 and \$56,000, so the average total compensation package was \$81,000. He said that a Senior Planner ranged from \$58,000 to \$60,000 with a total compensation package of \$90,000. He added that a Planner 1 was \$60,000 to \$70,000 and a Community Development Director \$130,000 to \$140,000. He mentioned that this request would be for the 2016-2017 budget year.

Mr. McHargue stated that the Building Department had an immediate need and that the Planning positions could wait until the next budget year. Mr. Jensen mentioned that the last two Planning Commission meetings had been very busy, but they cycle.

Mayor Farnworth suggested that as they go through the other projects for the town they look at other staffing needs.

Mr. Church asked where on the budget report it showed the administrative costs from the RDA. Mr. McHargue replied that it was in a different fund and they were only looking at the General Fund. He said that it did not reflect any RDA expenses. He explained how the salaries were allocated to different funds depending on the project they were working on. Mr. Church mentioned that this was a surplus in the general fund and in the past, they had to transfer funds to the enterprise funds, which runs at a loss.

Project List

Mr. McHargue had everyone list the projects they would like to discuss.

Votes	Projects	Votes	Projects
8	Rail Spur	1	Town Clean Up (Code Enforcement)
2	Robins Property	4	Economic Development
1	Remediation Split	4	Street Light Updating
1	Recording Intern	4	Level of Services
0	Rate Analysis	5	City Office Facilities
1	Zoning Areas	2	Purchase the Fire Station Site
5	Center Street Overpass	0	Joint Council Meetings with Orem
7	Train Station	0	PARC Tax (Parks/Arts/Recreation/Culture)
4	Water Tank 2019		
3	Website	3	City Administrator

- Mr. Church explained the urgency for moving forward with the Rail Spur.
- Mike Hutchings with Anderson Development mentioned environmental remediation on their property. Councilmember Riley suggested a Remediation Split. Cody Deeter with Lewis Young Robertson and Burningham stated that they were working with the state and they gave him a list of the sites along with a map to show where they were and an estimate of the cost to determine what the split would be. He said that he sent that list to Anderson Development.
- Ms. Spencer - intern for records management.
- Mr. Riley asked about the two (2) million gallon water tank. Mr. Overson replied that they have to have it completed by 2019.
- Councilmember Fullmer - website and communication tools, cleaning up the town.
- Mr. Jensen – City Offices.
- Mr. Church – purchase the fire station site on 12th north and Geneva road.
- Mr. McHargue – Quarterly joint meetings with Orem.
- Mr. Reid – Code enforcement. He asked if building permit fees could be used for code enforcement. Mr. Church replied no.
- Councilmember Goodman – PARC fund.
- Councilmember Fullmer – Street light updating. Mr. Church replied that it was an internal project. He suggested they have the light installed at the beginning of the project. Mr. Overson explained that he had changed the process. He stated that the town collects the money upfront and then install the lights. He explained that it takes six (6) to eight (8) weeks to receive the lights and then another four (4) weeks to have them installed. Mr. Church suggested that they order upfront and take the risk. Mr. Overson said that they would need to have inventory of 30 to 40 lights. Councilmember Goodman suggested that they work on the lights when they start building the first unit so they could have the lights in when that first unit is done. Councilmember Fullmer expressed that one of the concerns was the light shining on small part of the street. She said that they were hoping to get something that shines on the street and the sidewalk. Mayor Farnworth mentioned that they had sections that wanted bright lights and some that did not want any lights at all. Mr. Overson explained that the current standard light were a single side lamp that was turned to the sidewalk for pedestrian safety. He added that the standard for lights was every two hundred feet, staggered. He said that they were not meant to create a downtown Salt Lake, but create enough light so people could be seen on the street. Councilmember Fullmer explained that there was a committee in the Sleepy Ridge subdivision on how they wanted the residents to light their streets. She stated that she had heard this concern from different communities and asked if there was another solution. Mr. Overson said that they needed to look at the cost to see if the town was willing to pay that additional cost. Mr. Deeter said that in Salt Lake they charge the residents for lights above the cities current standards.

Councilmember Riley asked if Orem had a utility fee for street lighting. Mr. Church replied that some cities had a fee or tax. Councilmember Riley said that when they set the standard they had received input as to where they preferred to have it not as bright.

Councilmember Fullmer mentioned that needed to have addition lighting on the turn to 400 South, because it was a safety issue. She asked that they reassess the standard and take a survey. Mayor Farnworth mentioned that they had discussed this on several occasions and the residents on Holdaway did not want lights. He also mentioned that only half of the lights were installed on

Center Street/Gammon Road. Mr. Overson suggested that they could use a taller pole and or put in two lamps.

- Mayor Farnworth – Level of Services
- Mr. McHargue – Sports Leagues. Mr. Church asked how they were going to schedule play on the 18-acre park. He mentioned that if they had a big flat, green space people would assume it could be used. Mr. McHargue replied that it would be a project summer 2017.
- Councilmember Goodman – City Administrator, Economic Development Director

A break was taken at 2:00 PM. The meeting resumed at 2:10 PM

Project Discussion

Items for discussion that had the highest votes:

1. Rail spur
2. Train station
3. Center Street Overpass
4. City offices
5. Level of service, Economic development, Water tank, Lighting

Mr. McHargue asked for a decision on which of the four (4) that had the same amount of votes was the most important. Mr. Church commented that they were already obligated to do the water tank. Mr. Overson said that until the study comes back they could not make a decision. Mr. Church stated that the cost would be split between the RDA and the Town. He added that it was a Water Department cost. Mr. Overson said that they were using capacity in CUP for the short fall in storage.

Mr. McHargue mentioned that there were discussions about holding the retreat semiannually. He recommended holding it the first part of July or the end of June. Council agreed to hold it semiannually.

Mr. McHargue stated that there was concern that the Work Session at 6:00PM before the Regular Town Council Session was not entirely effective. He asked if there was a time that would work better or a different day, which everyone could attend. Councilmember Fullmer liked holding it before the meeting. Councilmember Goodman stated that it was fine either way. He felt that it could shorten the Regular Council Sessions. Mayor Farnworth felt that if they held them at a different time or day they could choose what went on the agenda as consent items. Councilmember Riley felt that the hour before was not enough time. Mr. McHargue suggested they move the Work Session to 5:00 PM and asked Ms. Spencer if the meeting ended early would it be a problem. Ms. Spencer replied that it would not be a problem if they posted them as separate meetings. Mr. Church suggested that they change the start time of the regular session to 7:30 PM. The Council agreed to change the meeting schedule to hold the Work Session at 6:00PM and the Regular Session at 7:30PM. Mr. Church stated that they would have to amend the Ordinance.

Rail Spur –

Mr. Church explained the agreement with Union Pacific (UP). He stated that the town would be responsible for most of the costs. He said that after the agreement was signed, there would be a due diligence period and then it could be more than a year before it was completed. He explained that until UP accepts the new spur for the train to run on they would not remove the old spur. Mr. Overson stated that Western States said it would be one (1) construction year. Mr. Church said they still had to wait for UP and UDOT to finish their portion so it could be 18 months before the actual spur on Geneva was removed.

Mr. Church mentioned that Anderson Development was ready to close on their spur property. He added that there was a commitment from Martin Snow and he felt that they would be ready to close at any time. He suggested that they enter into the purchase agreement with Anderson, make sure that Anderson's covenants to the town on environmental would mirror the covenants that UP is requiring from the town.

Councilmember Riley asked if the agreement could exceed the \$16 million. Mr. Church replied he did not know because the bids they received were only good for a certain amount of time. He said that there were other factors that could increase the cost. He reminded them that there was about a \$1 million buffer, but would be close to exceeding the \$16 million. He stated that the town was assuming all risk.

Councilmember Riley asked where they were on the appraised value of the property. Mr. Church explained the differences in the town's appraisal and UP's appraisal.

Mr. Church explained that the real benefit would be in economic development.

Councilmember Riley asked if they had projected increment on future economic development. Mr. Deeter replied that they had not done that completely. He said that with the triggering of Phase 2, Anderson Development receives a portion of the money for the Megaplex. Mr. Church stated that the rest goes to the RDA and Housing Fund. He said that it would generate \$400,000 of new money for new projects. Mr. Hutchings felt it would be around \$500,000.

Councilmember Riley asked what they needed to do next. Mr. Church said that the next step would be the purchase of the Anderson property. He said that it would need to go to council for approval. He mentioned that the agreement needed further review. He asked if the Council had any concerns with the agreement and if they wanted him to fight about the lopsidedness or get it moving as soon as possible. He felt that the lopsidedness would not be very costly. He said that Anderson could mirror the environmental piece with UP's. Mr. Deeter mentioned that for the long-term contamination, Anderson and US Steel would have to take care of it. Mr. Church stated that it was the standard for environmental cleanup. Mr. Hutchings said that the ground had already been cleaned up and he would provide a copy of the certificate. Mr. Church said that when UP transfers their property to the town they will not offer the same certificate.

Mr. Church said that the rail spur had fiber optic cable run under it, and UP was preserving the easement and not transferring it the town.

Mayor Farnworth mentioned the wedge shaped property in Orem, and Orem exacting sales tax if they did not get the boundary adjusted. Mr. Church said that they could make it a small issue by how the improvements were designed. He added that it could be an issue with the developers and landowners.

Mr. Church mentioned that the Martin Snow property was only an easement for the nitrogen plant and if that use was ever discontinued then the easement would lapse.

Mr. Church felt that they would come in close to the loan amount. He said that the rail spur only acquires the Anderson right of way to where UP wants it and does not include the right of way to the train station. He said that it requires a different transaction with Anderson and UVU. Mayor Farnworth said that he understood that UVU had already set aside that right of way. Mr. Church replied that UVU has only preserved it, but there had been no agreement made.

Mr. Church said that he would get things moving along. Mr. Deeter mentioned that everything would be documented. Mr. Church clarified that the RDA would be purchasing the spur.

Train Station –

Mr. McHargue reported that he and Mr. Overson met with UTA, Civil Solutions and Anderson Development in December 2015. He said that some of the items that came out of the meeting were, how big the parking lot would need to be, if they wanted to do an overpass or go under the rail road. He said that the tunnel under the tracks would cost around \$15 million, the parking structure with 460 stalls would cost around \$10 million and the station would cost around \$6 million for a total of \$31 Million. He mentioned that they were planning on installing the station in three (3) phases. The first (1st) phase would be a six (6) story building and a parking lot, the second (2nd) phase would be another six (6) story building and a parking structure and the third (3rd) phase would be the tunnel or overpass and a building on the UVU side. He said that UTA told them that they would have no funds available until 2040.

Mr. McHargue mentioned that this would be the first (1st) station that UTA had not paid for. He said they then told him they could get on the list for reimbursement.

Mr. Hutchings stated that when UTA gave up the 400 north crossing, they had dedicated about \$1 million to fund the line. He felt they should use that money to fund the station.

Mr. McHargue said that UTA told them that there was no money available for the town.

Mr. McHargue stated that the station fits in with the TIGER grant. He said that the representative from Senator Hatch's office was not very optimistic that they would get a TIGER grant.

Councilmember Riley stated that she was not optimistic for the Center Street overpass.

Mr. McHargue mentioned that Steve Meyer with UTA felt this was a good project for the TIGER grant. Mr. Overson said that there were three (3) factors they needed, which were, if they had a private source of funding, if it would be a transportation hub and that it was shovel ready. He said that they were told they needed to match 20 percent of the funding. Mr. McHargue said that Mr. Meyer was willing to help do a study but that they would be competing with other projects so it could end up being a 50/50 split.

They discussed the design concept for the first (1st) building. It was mentioned that the first (1st) building would not have the kiosks etc., because the station would be in the bottom of the building. They went over the phasing again. Mr. Overson mentioned that Gerald Anderson felt that he could get the building built at the same time as the station. So the first (1st) phase would include the parking, road and a building.

Mayor Farnworth wanted to bring the train station to a level that was useable as soon as possible. Mr. Overson mentioned that Jacob Young with Civil Solutions would have renderings for them. Councilmember Riley asked if the Bus Rapid Transit (BRT) had to be on the west side of the tracks. Mr. Overson replied that they did not know how much of UVU would be public and how much was private. He said that they may need to add additional parking on the west side.

Mr. Jensen asked if they had looked at doing an underpass. Mr. Overson replied that they had looked at because they would not have to worry about what buildings were going in. He said that the problem would be the cost and making it ADA. Mr. Jensen said that in his experience the bridges were not commonly used and the tunnels underneath were being used. Mr. Overson stated that one of the problems with a tunnel would be the water table. He said that a building next to the train station would have escalators or elevators to get to the catwalk. Councilmember Riley stated that they needed to know UVU's involvement.

Mr. Jensen stated that when people are walking, they like to see where they are going or they stop walking. He said that there could be problems with security or people having to stop and go up to get to the other side of the tracks.

Mr. McHargue said that they would get the drawing and then schedule a meeting with UVU. He asked Mr. Overson if they had the money today what the timeline would be. Mr. Overson replied that UTA would be ready to go as soon as the town was, but they would not have any money to use towards it.

Councilmember Riley asked Mr. Hutchings if there was other remediation that needed to be done. Mr. Hutchings replied that there was, but it was not heavy.

Mr. Overson said that they should have the drawings this week and he would send them out for review and could have Mr. Young come to a Council meeting or hold a study meeting if necessary.

Overpass –

Mr. Overson explained that when he heard the concerns that residents had with the overpass he had JUB give him a design cost and an in-depth geotech study. He said that it would cost around \$65,000 to do the study and preliminary design. He mentioned that he would like to have this project shelf ready before they go for the TIGER grant. He explained that they were predicting about 60,000 trips per day on the Vineyard Connector and the Center Street overpass could alleviate some of those trips.

Mr. Riley stated that he thought they already had some of the design done. Mr. Overson explained that it was done based on a straight shot with a concept plan that aligned with where they wanted the overpass to go. He said that they only had a 20% design done and that they could not finish it until they had the geotech study done. Mr. McHargue mentioned that they

were collecting roadway impact fees for this project which would cover the cost of the study and design.

Councilmember Riley said that there was an original estimate of \$8 million so they took it down to two (2) lanes at a cost of \$6 million. Mr. Overson replied that it cost UDOT \$8 million to construct the Vineyard Connector, so he was figuring it would cost around \$8 to \$10 million to build the Center street overpass. He stated that if they did not use the grant money they would not have to following the federal guidelines.

Mr. McHargue asked if they would like this included in the budget amendment for this year Councilmember Riley stated that if they were going to have other development going in on Vineyard Road and the residents would have to go to 400 South to get out of town, then they needed to get the design ready. Mr. McHargue stated that he would include the design cost in the next budget amendment.

City Offices –

Mr. Overson reported that they had received the final plans back and that Mr. Reid was reviewing them. He said that if the plans were correct they would hold a pre-bid meeting and get bids. He felt that they should have a cost for the building by the first (1st) meeting in February. Mr. Reid mentioned that the alternate plans to make the design changes cost \$7,500, which gives them the option to make upgrades if they needed to. Mr. Overson said that the advantage would be to create a space down stairs to hold meetings. He said that the disadvantage would be if they had to fill it with offices they would have to upgrade for ADA.

Councilmember Riley asked if they had an estimate on the construction time. Mr. Reid replied that it would take six (6) to nine (9) months to build.

Level of Service –

Mayor Farnworth asked where they felt they were lacking in the level of service. Mr. Reid felt that they were lacking in code enforcement.

Mr. McHargue mentioned the library reimbursement and asked if they wanted to allocate more money. Councilmember Riley asked where the majority of the reimbursement was going. Mr. McHargue replied that most of the reimbursement goes towards the library fee. They discussed the differences in the costs between the Orem Library and fitness center. Mr. McHargue said that they budgeted for \$4,000 and were at \$2,500.

Councilmember Riley asked Councilmember Fullmer if she had heard of people talking about the library card reimbursement. Councilmember Fullmer replied that people had talked about the library card reimbursement. Mr. McHargue mentioned that he had worked with the development companies for the apartments and town homes and they were distributing the town's newsletter.

Mr. Jensen said that code enforcement would go up significantly in the next year. He felt that the current arrangement with legal council would not work and they would have to bring it in house.

Mr. Reid mentioned that in Park City they had two (2) code enforcement officers that were not building officials. He suggested adding an Administrative Citation program which would give them code enforcement authority without going through the sheriff's office.

Mr. Reid asked about credit card payments and being able to take payments for building permits. He mentioned that they found someone working without a permit and they had to have a check. He said that people do not carry checks anymore. Mr. McHargue stated that if they accept credit cards for one type of building permit fee they have to accept them for all and there were additional fees involved. Councilmember Riley asked if they could tack on the extra fees. Mr. McHargue suggested that they could set a certain dollar amount of say under \$500 that they would not charge a fee and if it was over that they would be charged a three (3) percent fee. Councilmember Flake suggested that they add a processing fee for credit cards.

Mr. McHargue mentioned that they talked about the town events last year and asked if they wanted to talk about them this year. Councilmember Fullmer replied that there was now a party planning committee. She said that the amount they were currently having was good and wanted to keep them the same for now. She said that in the survey she ran people wanted more town events. They discussed other events and that they were getting donations for them. Councilmember Fullmer mentioned that 7 Peaks was interested in hosting the Summer Celebration this year.

Mr. Overson stated that there would be an 18-acre park to host the celebration at. Councilmember Riley talked about Draper's single tree, which became a gathering place. He suggested they have an annual place to hold the event. Councilmember Fullmer suggested that if they could not find a big tree then they could buy a metal one. Mr. Overson mentioned that he asked WatersEdge to put a blue spruce in the roundabout that could be decorated.

Councilmember Flake asked if they wanted to talk about recreation – Mr. McHargue stated that the only sports offered so far were for five (5) and under and that there could be some revenue opportunities with sports leagues. Councilmember Riley felt that 18-acres was not that big of a space for other events. Mr. Overson stated that there could be three (3) soccer fields. Councilmember Riley asked if they were putting in the parking that would accommodate it. Mr. McHargue suggested they set aside days for different leagues. Mr. Overson asked if they wanted to design the park so they could park on the grass. Councilmember Goodman replied that they may need to do that if they were going to have a big event there.

Councilmember Fullmer wanted to add the website in the discussion. She explained that the survey rated the town poorly and that no one knew what the town was doing. She said that most of the things they were upset about had already been implemented or they were working on. She felt that it was a lack of communication. She added that the residents felt that the website was not user friendly. Mr. McHargue mentioned that he met with a company that does website design and it was cheaper than he anticipated. He said that they charge a yearly fee for the first three (3) years and then drops it to a maintenance fee.

Mr. Overson suggested that they organize a Parks and Trails Committee to get more residents involved.

Mr. McHargue stated that he would set up a semiannual retreat. Councilmember Riley suggested they have training at the annual retreat and then at the semiannual retreat give them a chance to follow up on the annual retreat meeting discussions.

Adjournment –

The meeting adjourned at 4:00 pm. The next regularly scheduled meeting is January 27, 2016.

MINUTES APPROVED ON: April 13, 2016

CERTIFIED CORRECT BY: /s/ Pamela Spencer
P. SPENCER, TOWN CLERK/RECORDER